



GENERAL SERVICES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	GENERAL SERVICES, DEPARTMENT OF	RELEASE DATE:	Wednesday, September 16, 2009
POSITION TITLE:	CEA Level 2	FINAL FILING DATE:	Thursday, October 1, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	09162009_2

POSITION DESCRIPTION

As a member of the Executive team, the Chief of Human Resources provides leadership and management to the Department's 24 diverse programs and several Boards and Commissions in the areas of Human Resources, including Position Management, Classifications and Pay, Personnel and Disability Transactions, Selections, Labor Relations, Training and Performance Enhancement, Program Improvement, and Constructive Intervention. As a member of the Executive team, participates on executive charters such as Strategic Planning, Organizational Assessment, and Leadership and Development Training. The Chief of Human Resources provides program and policy direction to the Executive Team; Office Chiefs and managers; evaluates policies, practices and procedures and makes recommendations to implement appropriate changes. The Chief of Human Resources assists with and advises the Executive and Management team members on highly sensitive issues effecting the Departmental programs and policies, and strategies on methods to achieve departmental objectives. The Chief of Human Resources responsibilities also include working collaboratively with control agencies such as State Controllers Office (SCO), State Personnel Board (SPB) and the Department of Personnel Administration (DPA) to ensure program compliance with civil service laws and rules.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management

functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Describe and provide examples of Managerial Ability –Demonstrated ability to manage diverse activities including planning, organizing and controlling program operations; ability to develop and implement solutions that support the mission, vision, goals and objectives of a department;ability to manage a complex program and diverse staff;experience in strategic planning, policy development, leadership, supervision and organizational awareness.
- Describe and provide examples of problem solving – Demonstrated experience in analyzing complex multi-program or department wide issues and problems; working with customers and appropriate control agencies to develop creative and logical alternatives and implement successful solutions.
- Describe and provide examples of Policies, Regulations and Precedential Decisions -Demonstrated knowledge of governing policies, federal and state regulations and precedential decisions that apply to personnel management, labor relations, adverse actions, and training.
- Describe and provide examples of Communication – Possess excellent oral and written communication skills demonstrating the ability to make effective presentations to executive level management, employee organizations, various control agencies and to supervisors, managers and employees at all levels.
- Describe and provide examples of Resource Management – Demonstrated ability to effectively manage a program budget including fiscal and human resources and contracts; knowledge of laws, rules, policies and procedures for budgets and state contract law; ability to direct staff involved with automated personnel systems; familiarity with statewide automated systems such as (FI\$Cal, MyCalPays and MyCalPERS).

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA Level 2**, with the **GENERAL SERVICES, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and a two-page Statement of Qualifications evaluation. The minimum qualifications and desirable qualifications will be used to screen the application, resume and two-page Statement of Qualifications. Therefore, it is critical that

the Statement of Qualifications include your total years of experience and civil service classification (official classification - not your working title) performing each of the activities included in the list below: The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained. •Education List Degrees obtained; specializations and dates received List Certificates obtained; specializations and dates received •Number of years and type of external contacts (e.g. SPB, SCO, DPA, DOF, Legislature, Governor's Office) List the level, extent and nature of those contacts. •Number of years of managerial experience as or equivalent to Staff Services Manager II or higher. •Number of years and level of experience planning, developing and managing a comprehensive statewide personnel management program. This experience should include responsibility for directing staff involved in extensive interpretation and application of governmental laws, rules and policies governing personnel operations. •Number of years of experience in a managerial or leadership capacity, including departmental strategic planning and/or policy development. •Number of years and type of experience making clear and convincing presentations, representing and speaking for an organization; presenting to top level managers and professional organizations. •Number of years of experience with automated IT personnel systems.

FILING INSTRUCTIONS

•A standard State Application (Form 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above. Applications are available upon request or the Internet at: <http://www.spb.ca.gov/WorkArea/showcontent.aspx?id=1814> •A Statement of Qualifications that describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement of Qualifications should not exceed two pages in length with a font no smaller than 10 pitch.

•Applications submitted without a Statement of Qualifications will be rejected from this examination.

•Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

All interested applicants should submit their Application, resume and Statement of Qualifications to:

DEPARTMENT OF GENERAL SERVICES OFFICE OF HUMAN RESOURCES, TESTING
UNIT ATTENTION: DOLORES BALLEJOS EXAMINATION: CEA, LEVEL 2 MAILING
ADDRESS: P.O. BOX 989052 WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7TH FLOOR WEST SACRAMENTO, CA 95605
(916) 376-5400 TDD 1-800-735-2929 ? Voice 1-800-735-2922 PLEASE INDICATE ON YOUR
APPLICATION THE COMPLETE EXAMINATION TITLE APPLICATIONS MUST BE
POSTMARKED BY THE FINAL FILING DATE.

Interested applicants must submit:

- A completed Standard State Application (Form 678).

- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

GENERAL SERVICES, DEPARTMENT OF, CHIEF, OFFICE HUMAN RESOURCES
707 3RD STREET, WEST SACRAMENTO, CA 95605
DOLORES BALLEJOS | 916 376 5454 | dolores.ballejos@dgs.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The GENERAL SERVICES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>